



2008 Work/Life Award Kick-Off Call

Monday, September 10, 2007

1:00 – 1:30 p.m.

Lynette Rasmussen, Director of the Office of Work & Family Life, welcomed everyone to the call. Lynette spoke about last year's award, highlighting:

- In 2007, we had the highest number of applicants ever, with over 120 company applications.
- There were 16 winners and Governor Huntsman presented the awards at the Work/Life Award Celebration in April, 2007.
- We had over 450 people from over 60 companies attend the lunch and workshops on topics about workplace excellence.

Lynette announced that for our 10th year, we have some exciting changes planned and turned the time over to Pam Ballo.

Pam Ballo, Award Architect, went over the details of the award:

1. Details of new timeline:

- **Nominations will be accepted January 15 – February 15, 2008.**
 - This is a change – previously we have accepted applications September. We've shifted the timeline so the nominations are accepted in the same calendar year that the awards are presented.
- **Applications will be accepted January 15 – March 31, 2008.**

There are three categories for companies –

 - Micro (fewer than 50 employees)
 - Medium (50 – 500 employees)
 - Large (over 500 employees)
- The Work/Life award application includes:
 - Company Profile: An online profile highlighting workplace best practices.
 - Employee Questionnaire: An online survey of a cross-section of your company.
 - CEO Letter: A letter sharing your chief executive's philosophy on workplace excellence
 - Applications are due March 31, 2008.
- **Finalists chosen and site visits begin in April, 2008.**
 - The 1st two weeks of April finalists are chosen. Site visits begin once finalists are chosen.
- **Winners Selected May, 2008**

- **Awards Presented Summer 2008.**
 - **Awards** will be presented at the Work/Life Awards Celebration Summer 2008 – date TBD.

2. Highlights of statewide Work/Life Initiative:

- **Best Practice Forums**
We will be holding in-depth, roll-up-your sleeves workdays where we examine current workplace trends and challenges and successful strategies. Dates TBA.
- **Executive Work/Life Summits**
We will be having small summits where CEO's, CFO's, owners and other executives can meet and discuss workplace excellence and strategy from the executive planning level. First one to be held in January, 2008. Information will be sent out via email and posted on our website.
- **Legacy Mentor Companies**
We are excited to invite companies to apply for this new status level – available to organizations that have won 5 years or more (do not need to be consecutive years). To earn Legacy status, companies will need to engage in the following types of activities: serve as a mentor company, sponsor events, host best practice forums, encourage new companies to apply for the award, etc.
- **Best Practice Tours of Award-Winning Companies**
Some of our Award-winning companies are opening their doors, books and successful programs to our Work/Life Community.

Our first tour is: Employer Child Care Options

- Thursday, October 11, 2007
 - 9:00 a.m. – 12:00 p.m.
 - Event will be held at ARUP Laboratories.
 - Featuring: presentation on full range of employer child care options (from no-cost to low/medium-cost); a tour of ARUP's new onsite center; details on deciding to create an onsite center, cost, challenges, etc.
 - Information will be sent out via email and posted on our website
- **Cutting-edge Webinars & Teleconferences**
 - Our first webinar will be held in January and will:
 - Provide detailed information on applying for the work/life award
 - Offer a live, online tour of the Work/Life Award Application
 - Answer questions about time required, data required, etc. to complete and submit a successful Award application

Questions and Answers:

Q: What does the on-site visit entail?

- A: The 45 – 60 minute on-site visit is primarily used by the review committee to see the workplace in action. After reading all of the company data and questionnaires, it helps bring the workplace to life. The Review Committee will tour the workplace and speak with employees casually if possible, but there will be no formal focus groups or events.
- Q: For the *Legacy companies*, what do you mean it gives them another means for marketing?
- A: For a company to be granted Legacy status (have won 5+ years) they will have had to mentor other companies and actively participate in our statewide Work/Life initiative efforts. In turn, they will be able to market their new, elevated status to current & prospective employees, customers, associations and vendors.
- Q: As a winning company, can we use the Work/Life logo in our correspondence and emails?
- A: Yes, absolutely. We encourage winning companies to market their success as much as they like, and we provide each winning company with the Work/Life Award logo as well as a special ‘winner’ logo for that Award year.
- Q: If we’ve won in the past and have already had on-site visits will it be necessary to have one again?
- A: If the Review Committee has visited your company before, they would not repeat a visit unless there is a compelling reason to do so (e.g. your company has moved, you have added new fitness equipment, etc.)
- Q: How many employees need to complete a questionnaire?
- A: This is based on the size of the company. There’s a formula built in to the application that figures it out. The formula adjusts to allow us to gather comparable sample sizes from each company. You will receive details once you have been nominated.
- Q: What’s different from one year to the next in the application?
- A: The core of the application remains consistent from year to year, so that we can compare data and track trends. Each year, we enhance the applications based on feedback from the previous year, as well as new workplace trends we want to capture.

In terms of completing your application, keep in mind that the Review Committee also remains consistent from year to year, so in order to remain competitive, companies will need to demonstrate the dynamic nature of their workplaces, that they maintain a read of the pulse of their employees and are responding accordingly.

Information will be sent out via email and posted on our website prior to all events.

For more information please visit: www.jobs.utah.gov and click on ‘Work/Life Awards’ or email: worklife@utah.gov or call 801-526-4321